State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

December 10, 2003

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-24

TO: All ISIS HR Agencies

FROM: Jena W. Cary
           Director

SUBJECT: Revised 2004 OSUP Calendar
           Calendar Year 2005 OSUP Pay Period Table & OSUP Calendar

Attached is the revised 2004 Office of State Uniform Payroll (OSUP) calendar. Due to New Year's Day for year 2005 being on a Saturday, Friday December 31, 2004 is a state holiday and was not coded on the previous calendar. Also attached are the 2005 OSUP processing table & calendar. The 2005 table & calendar covers the payroll periods from January 2005 through December 2005 and includes the following information:

Table:
  a. Pay Period number
  b. Pay Period From & To dates
  c. Check Date
  d. Insurance Month
     Note: 04/29/2005 & 09/30/2005 check dates will be free of semi-monthly deductions.
  e. AFS Posting dates (regular payroll)
     Note: 03/30/2005 & 08/31/2005 regular payrolls will be posted in a different month from the payday month.

Calendar:
  a. Payday
  b. Pay Checks free of Semi-Monthly Deductions
  c. Pay Period End Dates
  d. State Holidays

These documents, as well as Calendars for prior years can be found at:
http://www.doa.state.la.us/osup/osup_calendars.htm

Postings for off-cycle payments are <u>not</u> included on the table since these postings may occur on a daily basis. Off-cycle payments will be posted in the evening on the next business day after the date of the payment. Any questions concerning the information on these attachments may be directed to Angel Vernon at (225) 342-5344.

JWC:ACV:kmb

Attachments: OSUP Pay Period Table (2005)
              OSUP Calendar (2005)
              OSUP Rev Calendar (2004)

Year 2005 Pay Periods

Pay Period	From	To	Check Date	Insurance Month	AFS Posting
1	12/20/2004	01/02/2005	01/07/2005	February	01/05/2005
2	01/03/2005	01/16/2005	01/21/2005		01/19/2005
3	01/17/2005	01/30/2005	02/04/2005	March	02/02/2005
4	01/31/2005	02/13/2005	02/18/2005		02/16/2005
5	02/14/2005	02/27/2005	03/04/2005	April	03/02/2005
6	02/28/2005	03/13/2005	03/18/2005		03/16/2005
7	03/14/2005	03/27/2005	04/01/2005	May	*03/30/2005
8	03/28/2005	04/10/2005	04/15/2005		04/13/2005
9	04/11/2005	04/24/2005	04/29/2005	Free	04/27/2005
10	04/25/2005	05/08/2005	05/13/2005	June	05/11/2005
11	05/09/2005	05/22/2005	05/27/2005		05/25/2005
12	05/23/2005	06/05/2005	06/10/2005	July	06/08/2005
13	06/06/2005	06/19/2005	06/24/2005		06/22/2005
14	06/20/2005	07/03/2005	07/08/2005	August	07/06/2005
15	07/04/2005	07/17/2005	07/22/2005		07/20/2005
16	07/18/2005	07/31/2005	08/05/2005	September	08/03/2005
17	08/01/2005	08/14/2005	08/19/2005		08/17/2005
18	08/15/2005	08/28/2005	09/02/2005	October	*08/31/2005
19	08/29/2005	09/11/2005	09/16/2005		09/14/2005
20	09/12/2005	09/25/2005	09/30/2005	Free	09/28/2005
21	09/26/2005	10/09/2005	10/14/2005	November	10/12/2005
22	10/10/2005	10/23/2005	10/28/2005		10/26/2005
23	10/24/2005	11/06/2005	**11/10/2005	December	11/08/2005
24	11/07/2005	11/20/2005	11/25/2005		11/23/2005
25	11/21/2005	12/04/2005	12/09/2005	January	12/07/2005
26	12/05/2005	12/18/2005	12/23/2005		12/21/2005

* indicates payroll posting completed in a different month from payday.

** indicates that payday will be on Thursday due to Friday being a Federal Holiday.

2005
OSUP CALENDAR

Jan 2005
S	M	T	W	T	F	S
						1
[2]	3	4	5	6	(7)	8
9	10	11	12	13	14	15
[16]	17	18	19	20	(21)	22
23	24	25	26	27	28	29
[30]	31					

Feb 2005
S	M	T	W	T	F	S
		1	2	3	(4)	5
6	7	/8\	9	10	11	12
[13]	14	15	16	17	(18)	19
20	21	22	23	24	25	26
[27]	28					

Mar 2005
S	M	T	W	T	F	S
		1	2	3	(4)	5
6	7	8	9	10	11	12
[13]	14	15	16	17	(18)	19
20	21	22	23	24	25	26
[27]	28	29	30	31		

Apr 2005
S	M	T	W	T	F	S
					(1)	2
3	4	5	6	7	8	9
[10]	11	12	13	14	(15)	16
17	18	19	20	21	22	23
[24]	25	26	27	28	(29)o	30

May 2005
S	M	T	W	T	F	S
1	2	3	4	5	6	7
[8]	9	10	11	12	(13)	14
15	16	17	18	19	20	21
[22]	23	24	25	26	(27)	28
29	30	31				

Jun 2005
S	M	T	W	T	F	S
			1	2	3	4
[5]	6	7	8	9	(10)	11
12	13	14	15	16	17	18
[19]	20	21	22	23	(24)	25
26	27	28	29	30		

Jul 2005
S	M	T	W	T	F	S
					1	2
[3]	/4\	5	6	7	(8)	9
10	11	12	13	14	15	16
[17]	18	19	20	21	(22)	23
24	25	26	27	28	29	30
[31]						

Aug 2005
S	M	T	W	T	F	S
	1	2	3	4	(5)	6
7	8	9	10	11	12	13
[14]	15	16	17	18	(19)	20
21	22	23	24	25	26	27
[28]	29	30	31			

Sep 2005
S	M	T	W	T	F	S
				1	(2)	3
4	/5\	6	7	8	9	10
[11]	12	13	14	15	(16)	17
18	19	20	21	22	23	24
[25]	26	27	28	29	(30)o	

Oct 2005
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
[9]	10	11	12	13	(14)	15
16	17	18	19	20	21	22
[23]	24	25	26	27	(28)	29
30	31					

Nov 2005
S	M	T	W	T	F	S
		1	2	3	4	5
[6]	7	8	9	(10)	/11\	12
13	14	15	16	17	18	19
[20]	21	22	23	/24\	(25)	26
27	28	29	30			

Dec 2005
S	M	T	W	T	F	S
				1	2	3
[4]	5	6	7	8	(9)	10
11	12	13	14	15	16	17
[18]	19	20	21	22	(23)	24
25	/26\	27	28	29	30	31

Legend:

- ◯ Payday
- ◯o Pay Checks free of Semi-Monthly Deductions
- ☐ Pay Period Ends
- △ State Holiday

2004
OSUP CALENDAR

Jan 2004
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2004
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Mar 2004
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 2004
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2004
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 2004
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jul 2004
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 2004
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sep 2004
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Oct 2004
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Nov 2004
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Dec 2004
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Legend:

◯ Payday

◯ₒ Pay Checks free of Semi-Monthly Deductions

☐ Pay Period Ends

△ State Holiday

△* Inauguration Day Holiday (Baton Rouge only)

OFFICE OF STATE UNIFORM PAYROLL
11/06/2003